



**Appointments to the Citizens Information Board**

**Closing Date: 21 December 2015**

**State Boards Division  
Public Appointments Service  
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stateboards.ie operates under the auspices of the Public Appointments Service and is committed to a policy of equal opportunity.

The Public Appointments Service (PAS), established under statute in 2004, provides an independent shared service in recruitment, assessment and selection to organisations across the Civil and Public Services. On 30 September 2014, the Government decided that the PAS should also be given responsibility for putting in place an open, accessible, rigorous and transparent system to support Ministers in making appointments to State Boards. Our dedicated website, [www.stateboards.ie](http://www.stateboards.ie), is the channel through which the PAS advertises vacancies on State Boards. It is also the means through which accomplished, experienced and qualified people, including people who might not previously have been identified as available for appointment, can then apply to be considered for particular vacancies.

## Membership of State Boards

High standards of corporate governance in all State Agencies, whether in the commercial or non-commercial sphere, are critical to ensuring a positive contribution to the State's overall social and economic development.

Members of State Boards are appointed to act on behalf of the citizen to oversee the running of the affairs of state bodies. State bodies must serve the interests of the taxpayer, pursue value for money in their endeavours (including managing risk appropriately), and act transparently as public entities. Members of State Boards, and the relevant management team, are accountable for the proper management of the organisation.

Board members should act on a fully informed basis, in good faith, with due diligence and care, and in the best interest of the State body, subject to the objectives set by Government.

The [Code of Practice for the Governance of State Bodies](#) provides a framework for the application of best practice in corporate governance by both commercial and non-commercial State bodies.

In order to be an effective contributor on a State Board it is recommended that members should :

- bring independent and objective scrutiny to the oversight of the organisation;
- be prepared to be challenging when necessary while being supportive to the delivery of organisational strategy and objectives;
- be equipped to offer considered advice on the basis of sound judgement and experience;
- be prepared to make a time commitment to their work commensurate with their role.

## Appointments to the Citizens Information Board

<b>Location:</b>	Dublin
<b>Number of Vacancies:</b>	7
<b>Remuneration:</b>	€5,985 (It should be noted that in line with the 'One Person One Salary' principle, no public servant will be entitled to receive remuneration in the form of board fees, save for situations that are statutorily provided for e.g. Worker Directors).
<b>Time Requirements:</b>	Approximately 8 meetings per annum (generally of a half day duration), during office hours, plus attendance at sub Committee meetings, as required.

### 1. Background

The Board of the Citizens Information Board is charged with providing the Minister for Social Protection with advice, information and assistance in relation to the development of social policy, as well as the development and implementation of services to address needs identified by the Minister. The Board is assisted in the discharge of its responsibilities by a number of sub-committees of the Board, which include Audit & Risk, Finance and Remuneration. Depending on a successful candidate's area of experience or expertise s/he will be expected to participate in one or more of these sub-Committees.

The Citizens Information Board (CIB) supports the provision of information, advice (including money advice and budgeting) and advocacy services on a wide range of public and social services. It provides some services directly to the public through the [www.citizensinformation.ie](http://www.citizensinformation.ie) website which has a number of microsites and a prominent link on the [www.gov.ie](http://www.gov.ie) and [www.welfare.ie](http://www.welfare.ie) homepage. It also produces a range of publications and periodicals. It provides core developmental supports and directly funds and supports an extensive range of services through its delivery partners namely:

- Citizens Information Services (CISs) (42 centres)
- Citizens Information Phone Service
- Money Advice and Budgeting Services (MABS) (53 companies)
- MABS helpline
- National Advocacy Service (NAS) for People with Disabilities
- Sign Language Interpreting Service (SLIS)

### 2. Functions of the Board

The main functions of CIB, defined in the Comhairle Act 2000, the Citizens Information Act 2007 and the Social Welfare (Miscellaneous Provisions) Act 2008 are to:

- Ensure that individuals have access to accurate, comprehensive and clear information relating to social services and are referred to the relevant services

- Assist and support individuals, in particular those with disabilities, in identifying and understanding their needs and options and in accessing their entitlements to social services
- Promote greater accessibility, coordination and public awareness of social services and of information, advice and advocacy services provided in relation to such services
- Support, promote and develop the provision of information on the effectiveness of current social policy and services and to highlight issues which are of concern to users of those services
- Promote and support the development of voluntary bodies providing social services
- Support the provision of, or directly provide, advocacy services for people with disabilities

State funding of €46m has been made available to CIB in 2015. From this allocation €17.9m is made available to MABS, €12.3m to Citizens Information Services (CIS's) €1.2m to Citizens Information Phone Service (CIPS) and €3.8m to advocacy services. Expenditure on salaries and pensions amounts to some €5.5m, with the balance allocated to overheads including accommodation, maintenance, staff training, insurance etc.

### 3. Current Board Make Up

Board Member Selection Note	Board Member Names	Male	Female
Chairperson (if not vacant)	Ms Ita Mangan		x
Statutory appointee (DSP rep)	Mr Tim Duggan	x	
Statutory appointee ( CIB staff rep)	Mr David Stratton	x	
	Ms Noeline Blackwell		x
	Ms Josephine Henry		x
	Mr Eugene McErlean	x	
Stakeholder nominee (NACIS)	Mr Sean Sheridan	x	
Stakeholder nominee ( MABS)	Mr Sean Sweeney	x	
Minister's appointee *	Ms Anne Marie Cassidy		x
	<b>Total</b>	<b>5</b>	<b>4</b>

\* Department official appointed for a limited period in order that the Board remain quorate pending completion of the candidate selection process.

### 4. Person Specification

Citizens Information Board members are appointed by the Minister for Social Protection for a term not exceeding 5 years, as provided for in Section 9(3) of the Comhairle Act 2000, as amended by Section 6 (b) of the Citizens Information Act 2007.

The Citizens Information Board plays an important role in creating a democratic society by supporting people in accessing their rights and entitlements. Candidates who can demonstrate their ability to speak on behalf of others and/or represent citizens' interests are encouraged to apply for a position on the Board. Expressions of interest are now invited from applicants who consider they possess the skills and experience necessary to join the Board of CIB. There are currently 7 vacancies on the Board. Three of these vacancies must be filled by candidates who represent people with disabilities. In making appointments to the Board, the Minister shall have regard to the objective of there being not less than six (6) members who are women and not less than six(6) who are men.

Candidates should be able to demonstrate the following:

- the capacity to understand the financial, cultural, strategic and political environment in which the Citizens Information Board operates;
- the ability to take a broad future-focussed perspective on the development of the organisation and its services;
- a strong sense of ethics and integrity together with a clear understanding of good governance practices;
- excellent communication skills, both oral and written and be able to express themselves clearly and succinctly;
- the ability to work effectively with others as part of a team and act to avoid or address any conflict which may arise with a track record of working closely with others in order to achieve a common goal;
- be able to critically analyse information, constructively challenge the opinions of others, work to a shared consensus and accept collective responsibility for Board decision;
- ability to understand board level financial data, together with an appreciation of budgeting and sound financial management practices in relation to the significant state funding received by the CIB.

Specifically, candidates must demonstrate experience in one or more of the following areas:

- Experience in the area of citizen centred activities, or community based engagement or activism on behalf of citizens;
- Experience at a senior leadership level in the Disability / Advocacy sector;
- Experience in the development and/or implementation of social policy in the community / voluntary sector;
- Experience of information and communications technology relevant to the role of CIB;
- Experience in the area of accountancy, audit, or corporate finance;
- Experience in the area of Human Resources at a senior level (Employment law, industrial relations, pensions and organisational development);
- Experience in any of the following areas:
  - Money management and debt advice,
  - Procurement policy and procedures,
  - Corporate governance and compliance,
  - Communications, marketing and media/public relations.

## 5. Term of Appointment

Under the Act, appointments to the Board will be for a period of up to five years, subject to:

- The membership of any Member of the Board may be terminated by the Minister at any time, on the basis of reasons to be stated by the Minister.
- A Member of the Board may resign his or her membership of the Board by notice in writing sent or given to the Minister, and the resignation shall take effect on the day on which the Minister receives the notice.
- Members of the Board shall, subject to the provisions of this Schedule, hold office upon such terms and conditions as the Minister may, with the consent of the Minister for Public Expenditure and Reform, from time to time determine.
- The roles and responsibilities of Board Members are described in the Code of Practice for the Governance of State Bodies 2009 which is available on the website of the Department of Finance ([Code of Practice for the Governance of State Bodies](#)).
- A board member shall cease to be a member of the board if he or she is nominated as a member of Seanad Éireann, is elected as a member of either House of the Oireachtas or as a representative in the European Parliament, elected to the European Parliament, or becomes a member of a local authority

## Submitting your Expression of Interest

Before submitting your expression of interest, please review the self-assessment questionnaire which can be found [here](#). This questionnaire is designed to help you in considering whether to submit an expression of interest - you are not required to submit the questionnaire as part of the application process.

Having considered the general suitability criteria for membership of a State Board, you should consider carefully how your background and experience fits with the specific appointment criteria set out in the Person Specification section in this booklet. Please give careful consideration to the possibility of any potential conflict of interest that may arise if appointed to this Board.

Your submission should be made via the following link [www.stateboards.ie](http://www.stateboards.ie) together with your **Curriculum Vitae** and a **cover letter** (see Appendix 1 of this booklet for help with the online process).

### IMPORTANT NOTE

Please take care when submitting your expression of interest. As the Assessment Panel will generally make its recommendation(s) based on consideration of the documentation which you submit, it is most important that you do the following:

1. *Ensure your Cover Letter (and supporting CV) clearly specifies how your particular background and experience meets the requirements of the Board position(s) specified in this booklet, and*
2. *That you fully answer any supplementary questions which are presented to you as part of our online application process.*

This will help ensure that the Assessment Panel is as informed as possible as to the basis for your candidature and why you believe you are a person who could potentially be appointed to this State Board.

If you have any questions regarding the application process please email [info@stateboards.ie](mailto:info@stateboards.ie).

## 6. Assessment Process

An Assessment Panel (the "Panel") will be convened by PAS to consider and assess the expressions of interest received by PAS. The Panel will:

- review and discuss the expressions of interest received against the specific appointment criteria for the role, as advertised in this Information Booklet;
- assess potential candidates further once they meet the specified appointment criteria by undertaking any or all of the following steps:
  - Consideration of the written applications; and/or
  - Meeting/conference call; and/or
  - Referee checks; and/or
  - Any other selection or verification method deemed appropriate (this may include PAS requiring statutory declarations from shortlisted applicants as to the bona fides of the qualifications and experience contained in their applications).
- arrive at a shortlist of suitable candidates to be sent forward for consideration by the Minister.

## **7. Confidentiality**

Subject to the provisions of the Freedom of Information Acts, 2014, applications will be treated in strict confidence. All enquires, applications and all aspects of the proceedings are treated as strictly confidential and are not disclosed to anyone, outside those directly involved in that aspect of the process.

Certain items of information, not specific to any individual, are extracted from computer records for general statistical purposes.

## **8. Data Protection Acts 1988 & 2003**

For further information on Data Protection please follow the [link](#)



## APPENDIX 1

### Submitting your expression of interest

In order to submit your application, you should take the following steps:

1. Go to [www.stateboards.ie](http://www.stateboards.ie).
2. On the bar at the top of the page click on "Available Appointments".
3. This brings you to a page with all our advertised vacancies. Select whichever position you would like to apply for (you are welcome to apply for more than one position if you wish).
4. On the relevant page please click on the "apply for position" button at the bottom of the page
5. This will bring you to a page on [www.publicjobs.ie](http://www.publicjobs.ie) and, if you already have a publicjobs.ie account, will prompt you for your username and password. If you do not have an account you will be asked to create one.
6. Once you input your details you will be brought to a page where there is a prompt in the middle of the page which says "apply here". Click on the link to the online application form beside it.
7. A form will appear on your screen, some of the text boxes will be populated with information from your publicjobs.ie profile (Name, address etc.). You will need to complete the rest of the fields and enter your name and the date at the bottom of the form. Click on "continue".
8. You will then be brought to a screen where you should upload your CV and Cover Letter. These are required documents and your application cannot be processed without them. Once you have selected these and uploaded them, please click on the "submit" button at the bottom of the page.
9. You will receive an e-mail confirmation (to the address listed in your publicjobs.ie profile) to confirm that your application has been submitted.

You must confirm that you do not have any conflicts of interest or legal impediment which would be likely to interfere with your ability to play a full part on the Board. You must also confirm that you can make yourself available to attend meetings and to carry out the duties of a Board member.